

Sent via Email: Friday, 19 January 01
Office of Chief Counsel, CDL-ALLCOUNSEL, and CDL-ALL-RealEstate

TO ALL USACE ATTORNEYS:

Please give priority attention to registering and making accommodations for the upcoming Worldwide USACE Legal Services Conference. This is the first opportunity for all Counsel within the Corps to meet. Therefore I urge you to immediately read the information provided below and register as soon as possible. I look forward to seeing you in West Point.

Robert M. Andersen
Chief Counsel

The purpose of this e-mail is to provide administrative information concerning our upcoming Worldwide USACE Legal Services Conference, which will be held 23-27 July 2001, at the US Military Academy at West Point, New York. We will provide additional information to you along the way as it becomes available.

HOTEL RESERVATIONS. We have room blocks reserved at the Thayer Hotel and Holiday Inn Express located 10 minutes from the West Point gate. However, reservations will be made through the Thayer Hotel for both locations. Telephone number for reservations is: 845-446-4731. Individuals are responsible for making their own reservations. Please indicate that you are with the US Army Corps of Engineers Legal Services Conference. You **MUST** reserve your room with your government credit card. Room blocks are effective Saturday, 21 July through Friday, 27 July. If extended stays are necessary, please let the reservationist know at the time you make your reservation and they will try and accommodate your needs.

PER DIEM. Per diem for this area is \$155 per day (\$121 lodging, \$34 for Meals and Incidental expenses). Total lodging expenses for the Thayer and Holiday Inn Express fall within this government per diem rate.

TRANSPORTATION. Recommended airports are Stewart Airport/Newburgh, NY or Newark International Airport, New Jersey. Stewart Airport is a 20-minute drive from West Point. Newark is approximately 1 hour, 20 minutes. There is no public transportation from the airports to West Point. We are currently working with West Point to arrange transportation, but at this time, we have no guarantee that this will be an available option. We recommend that you team up with your colleagues and carpool to WestPoint from either airport. Please reserve rental cars/vans early to ensure availability.

REGISTRATION FEE. We will be charging a registration fee to all attendees. This fee is expected to be between \$100 and \$150 per person and will cover guest speakers, equipment, and supplies. As soon as the guest speakers are confirmed, we will let you know the exact amount to remit per person. Registration fees should be paid by MIPR to CECC-ZB (ATTN: Ron Purdy). MIPRs should be consolidated by office (district or division).

AWARDS BANQUET. Our traditional Awards Banquet will be held Thursday, 26 July at the West Point Club Main Ballroom overlooking the Hudson. Cost will be approximately \$25 per person, preceded by a cocktail hour with a cash bar.

DRESS. As always, dress for our meeting is casual. (But please, no shorts during conference sessions).

RECREATION. We have planned a golf outing at the West Point Golf Club on Sunday, 22 July. Tee times begin at noon in a scramble format. Cost is \$65 per person which includes green fees, cart, prize fee, and scoring. If you are interested, please contact Ron Purdy. The golf outing will be followed by an icebreaker social. Your friends at HQs will be providing light refreshments, but the drinks are on you. Other outings will include a tour of West Point, and a possible evening boat cruise on the Hudson. We are

working on access to other West Point recreation and fitness facilities and activities, and will keep you posted on what becomes available.

WEBSITE. We are in the process of building a website on the USACE Legal Services Homepage (www.hq.usace.army.mil/cecc/maincc.htm) for the conference that will post all conference information released up to date, as well as conference agenda information and events, conference read-aheads, location maps, area attractions, restaurants, and recreation opportunities on/off post. The website should be up by 6 Feb 2001.

If you have any questions or suggestions, please don't hesitate to send an e-mail to Ron Purdy or Jan Manwiller.